

# ***Historical Park Facility Use Guidelines***

1. **Time Reserved:** The hours shown on the application must cover the entire time required for the permittee to decorate, set up, conduct the activity, and clean up the facility after use. The facility must be vacated promptly at the conclusion of the time specified on the permit.

**Operating Hours: 8:00 a.m. – 30 Minutes Before Dusk**

2. A Facility Attendant will be assigned to the park site during your event. The gates and room access will be granted at the beginning of the stated rental time.
3. **Cancellation or change of date by Permittee:** Permittee must submit written notice of cancellation or change of date at least ten (10) days prior to the cancellation of any dates covered by the permit. Fees for uses canceled thirty (30) or more days in advance will be refunded, less 10%; 10-29 days, less 30%; less than ten (10) days, no refund of fees. Deposit will be returned in all cases.
4. **Refund of Deposit:** Refund of deposit will be made where no damage and loss has occurred or where no extra clean-up is required as a result of permittee's use of the facility. Permittee may expect to receive refunds within to ten (10) to fourteen (14) business days after facility use.
5. **Alcohol Regulations:**
  - a. **Alcoholic Beverages Permitted.** The use of alcohol will be restricted to only beer, wine or champagne.
  - b. **Use of alcoholic beverages is by written permit only** and must be requested at the time the facility use application is made.
  - c. **Possession of Alcohol.** No one shall be admitted to indoor recreational facilities who is under the influence of alcohol or who has alcoholic beverages in his possession, not authorized by written permit.
  - d. **No Sale of Alcoholic Beverages.** There will be no on-site sale of alcoholic beverages permitted at recreational facilities unless approved in writing by the City.
  - e. **Time Limits for Alcoholic Beverages.** The use or provision of alcoholic beverages at indoor facilities will not exceed four (4) hours for any one event.
6. **Set Up, Take Down and Clean Up:** Groups are required to set up and take down tables and chairs for their event. A building attendant will show you where equipment is located. Groups must also clean up facility in a manner that allows it to be ready for the next group. Deposit will be forfeited for inadequate clean up or care of furnishings.
7. Facility Attendant will control music volume appropriate for the residential surroundings. Amplified bands are not compatible with these facilities. Dancing and heavy impact activities are limited to paved or tiled areas. Portable dance floors are not permitted.
8. It is expressly understood that applicant/organization shall save, keep and hold harmless the City of Fremont, its officers, agents, employees and volunteers from all damages, costs or expenses that may at any time arise because of damages to property or personal injury using or occupying the facility. The approved applicant and/or organization will be responsible for any damage or loss sustained to the grounds, building, furnishings, or equipment; or unusual clean-up required, as a result of applicant's and/or organization's occupancy of the facility.
9. **Decorating:** Plans to decorate the facility must be requested on the application for approval. Only sled base or runner base chairs are allowed on the lawn areas, tables must have wood placed under the legs. Masking tape is acceptable (blue carpenters tape is preferred) and no nails, tacks or staples are allowed. Ground stakes must be six inches (6") or less. NO inflatable toys or bounce houses permitted inside the parks. Materials must be fireproof and may not be attached to light fixtures. No open flames (ie. Candles) are allowed.
10. **NO RICE OR CONFETTI ALLOWED DUE TO CLEAN UP** – We recommend wild bird seed.
11. Stay on designated walkways in the garden areas and do not disturb Shinn fish pond or feed fish.
12. **Smoking:** Smoking is **NOT** permitted **inside** buildings and restrooms.
13. **Any misrepresentation of your group or failure to follow facility guidelines may result in expulsion from the facility and forfeiture of all fees and deposit.**
14. **Facility Occupancy Limits:**

Shinn Historical Park & Arboretum	=	200	(Outdoor)
Vallejo Adobe Historical Park	=	100	(Indoor/Outdoor)
Vallejo Adobe Historical Park	=	50	(Outdoor Only)